ErgoSmart User Instructions

Windows Version 2.1

INTRODUCTION

ErgoSmart is a VDT Ergonomic Instructional Software Package specifically designed to help you work more comfortably with your computer. It is also designed to be used by you at your convenience. This program contains all the information you need to work comfortably with your computer. Don't feel that you have to memorize this information. Since you have this information on your own computer, you can use this program as a reference tool and go back to the information any time you need it.

INSTALLATION and STARTUP (for stand-alone PC's)

If you're installing ErgoSmart locally on your PC, follow the directions outlined on the download page.

HOW TO USE ErgoSmart

ErgoSmart is designed to be extremely easy to use. DON'T BE AFRAID TO EXPERIMENT! You can't hurt the program.

USING A MOUSE - The only way to use ErgoSmart for Windows is with a mouse. You simply point the cursor to the button or selection on the screen then Left-Click. You also select Menu Options from the top of the screen by pointing with the cursor and left-clicking.

USING ALT and CTRL KEYS - ALT + (letter) and CTRL + (letter) KEYS have been designed to access menu functions that are frequently used. This includes; Printing, Help, Accessing the Menu and Exiting the Program.

The following ALT KEY functions are described:
ALT + H - Accesses Help System. Then Press 'E' to access "About ErgoSmart" or Press 'L' to access "ErgoSmart Help".
ALT + F - Accesses Files. Then Press 'U' for "Printer Setup" or 'P' to "Print Page" or "T" to "Print Topic" or 'X' to "Exit".
The following CTRL Keys are described:
CTRL + X - Exits Program

DIRECTIONS FOR RUNNING ErgoSmart

To start ErgoEmart, you select the Program Group labelled "ErgoSmart" from the Windows Program Manager. Simply point to the ErgoSmart icon and double-click.

THE MAIN MENU

The Opening Screen of ErgoSmart displays a Welcome message and brings you directly to the Main Menu. The Main Menu allows you to choose any of the 5 Sections of ErgoSmart you'd like to use. This includes:

1. **You and Your Computer**
2. **VDT Workstation Evaluation**
3. **How to Set-up Your VDT Equipment**
4. **VDT Health Analyzer**
5. **Common VDT Questions and Answers**

If this is your first time using ErgoSmart, we suggest beginning with You and Your Computer. As with making any selections, point to the selection with your mouse and left-click.

PRINTING INFORMATION

ErgoSmart (Windows Version) allows you to print an exact copy of screen for any page so you can have a hard copy of the information.
Printing in windows is dependent on the your current Windows printer set-up and options. If you have difficulty printing, you should refer to your Windows Documentation. To print the information, point and click with your mouse on the "Files" option on the top Menu. Then choose either "Print Screen" to print the current screen.

PRINTER SETUP OPTIONS

The Printer Setup option allows you to easily access the Windows printer setup dialog screens. To select "Printer Setup" from the "Files" topic on the top menu. You can also press "ALT+F, then U" to selct this option. You can then select the various printer options to determine the output of ErgoSmart screens. Please refer to your Windows documentation for further information regarding printer setup options.

HELP SYSTEM

ErgoSmart contains an on-line help system that you can access at any point in the program. This help system contains the necessary details for using the program. Accessing Help is very easy. Simply point and click to "help" on the menu bar and select the help topic you need.

SUMMARY

ErgoSmart has been designed to be easy to use. When using the program, don't be afraid to experiment. You can't hurt the program. If you get stuck, you can always select exit from the files menu or press CTRL+X. Then double-click on the ErgoSmart icon to restart the program.